

02/06/08

Stated Agenda  
PPAMU Physical Plant Division Managers  
2008

I. Personnel

- PDAQ/New Hires
- Training/documentation
- Management training

Updated/ Jobs  
Complete Ethics  
→ Spring Break

Actions/Trends:

II. Work Order Reports

- TMA ✓
- TRIMS ✓
- JCI

Have  
Have  
Coming for January

Inventory Reports: April, August, December
Results:
Actions/Trends

Actions/Trends:

III. Contract Management

- Active Projects
  - A. Construction
  - B. Utilities
  - C. Maintenance

Report on active  
Heat Surgery  
Creeway/ Smoke → PETrap  
Goat/ Cow Polar → Garage Trip to Boise  
15KV → Finish out

- Delayed Projects
  - A. Construction
  - B. Utilities
  - C. Maintenance

Will review sheet  
270  
120  
50  
DR Problems  
Black shear → Momentum !!  
Parking lot → Perich has plan!

- Cancelled Projects
  - A. Construction
  - B. Utilities
  - C. Maintenance

Will review sheet

IV. Other

**06/04/08 Agenda**  
**PPAMU Physical Plant Division Managers**

**I. Personnel**

- PDAQ/New Hires
- Training/documentation
- Management training

**Actions/Trends:**

**II. Work Order Reports**

- TMA ✓
- TRIMS ✓
- JCI ✓

**Actions/Trends:**

**III. Contract Management**

**IV.**

- Active Projects
  - A. Construction

B. Utilities

C. Maintenance

**V. Other**

**Goals and Mission Statement**

**Grounds work needed**

*for June*

<b>Inventory Reports:</b> April, August, December
<b>Results:</b>
<b>Actions/Trends</b>

*New Guy*

*SCADA System } Water Plant*  
*Boston Pump }*

*- Working*

*→ Wooding*

Lisa Student

06/04/08 Agenda  
PPAMU Physical Plant Division Managers

PV/Paws

I. Personnel

- PDAO/New Hires

Trouble hiring staff

- Training/documentation

- Management training

→ Damon White

Actions/Trends:

II. Work Order Reports

- TMA

→ WO Reports (Ren)

- TRIMS

- JCI

→ John

Actions/Trends:

Enterprise II - Service Desk  
at 1000 Rooms/Halls

Inventory Reports: April, August, December
Results:
Actions/Trends

III. Contract Management

IV.

• Active Projects

A. Construction

Family → May Hall  
Hobby → Anderson  
Wilson → Waterproofing

→ HSB Roof & Waterproofing  
New Roof & Waterproofing  
Roof Repair & Waterproofing

B. Utilities

→ 15. KW Switchgear Purch list  
Seven-Trent issue (Pressure @ Harold Taylor)

C. Maintenance

A-H Camp  
→ Lo

Ann Radlock

V. Other

Goals and Mission Statement

"Electronic Format"

Grounds work needed

(Way Finding Funding)

Update Project List

06/11/08 Agenda  
PPAMU Physical Plant Division Managers

**I. Personnel**

- PDAQ/New Hires HR is working on a hiring plan for Physical Plant
- Training/documentation Current at this time...Working with Don Williams to restructure Safety Training program.
- Management training Current at this time, but need Safety training

Actions/Trends: None noted except shortage of staff

**II. Work Order Reports**

- TMA
- TRIMS
- JCI → *this week*

Actions/Trends:

Inventory Reports: April, August, December
Results:
Actions/Trends

**III. Contract Management**

**IV.**

- Active Projects
  - A. Construction

*(Derick Training P.O. & Complete today!)*

B. We can do bathrooms now....at WR Banks...informed Larry Watson and he is getting a new quote form Alpha on this project.

*col* Status of PV-0465 drawings and bid date ?

*Type of caulk ?  
Can we get a guarantee it will not happen again?*

*✗* What about the CO for HSB, need cost to relocate the bees and masonry re-do

*(DLR)*

C. Utilities, ITCO reports current/ *(Yes/Yes)*

D. Maintenance ..... Rose bed....take tour after meeting for minor corrections. Who is team leader for Administration area and South of Administration area, tree, beds to be weeded, ect.

*Tour*

Discuss on tour. Plan for Student Park to Ms. Hodge

E. Need golf information...Is there a practice facility on campus for

F. Driving, Putting, Chipping..... what will it cost to bring up? When can we be ready to practice for the Golf team?

*to Don set up!*

G. What form and name is on hand to start a project...how do we know it is funded...not to waste our time.

*Service Request Form (ON Web)*

\* H. Don to make a presentation to Ms. Hodge next week on the Way finding committee findings to date.

V. Other

Sink Hole northwest of SR Collins slope to storm sewer and replace sidewalk.

May Building

Federal Grant (Appropriation)  
Renew annually [2008]

3,000,000

Formula funding  
→

Object II ✓ } Posted Electrician Lee  
Carpenter } Demers } Ron  
 } Handy } (M)

07/30/08 Agenda  
 PPAMU Physical Plant Division Managers

I. Personnel

- PDAQ/New Hires: → Updated / Review GOALS / Review
  - Training/documentation: → See attached - update
  - Management training: → See update → [Retreat info office 2007]
- Actions/Trends: Re-Org has started, changes

II. Work Order Reports

- TMA → Update
- JCI → Update

Actions/Trends:

Inventory Reports:  
 April, August, December

Results:

Actions/Trends

III. Contract Management

\* Fill vacancies...rework the PDAQ for Reggies position

IV.

Active Projects

- A. Construction → Update Project list
- B. Utilities → Tunnel pumps - (15KV?)
- C. Campus Maintenance → TMA → (See more leads for employees)
- D. Facility Maintenance → Update Project list

Actions/Trends:

- A. Construction → Schedule time [Semester Limit to]
- B. Utilities → ✓
- C. Campus Maintenance → ✓
- D. Facility Maintenance → ✓

IV. Other

07/02/08 Agenda  
PPAMU Physical Plant Division Managers

PV PAWS  
Matrix

**I. Personnel**

- PDAQ/New Hires HR is working on a hiring plan for Physical Plant
- Training/documentation Current at this time...Need Cheryl to update
- Management training Current at this time, still need overview

Actions/Trends: shortage of staff

**II. Work Order Reports**

- ~~TMA~~
- ~~TRIMS~~
- ~~JCI~~

OK

<b>Inventory Reports:</b> April, August, December  Results:  Actions/Trends
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Actions/Trends:

**Contract Management**

**Active Projects**

- A. Construction *Projects*
- B. Farm Waste line underway....

Status of PV 0465

Vet Clinic

Caulk issue... Color... test need to be going now talked to Bob Kuhn?

C. Utilities TECQ reports current/

D. Maintenance ..... Plan for Student Park to Ms. Hodge

E. Need golf information... Is there a practice facility on campus for driving, Putting,

Chipping..... what will it cost to bring up? When can we be ready to practice for the Golf team?

F. Don to make a presentation to Ms. Hodge next week on the Way finding committee findings to date.

**V. Other**

Sink Hole northwest of SR Collins slope to storm sewer and replace sidewalk.

*Look @ Draine*  
↑  
*Bill 14 Day 24,000 Total + Fee*

*July 16 @ 10:00 AM*  
*July 29 @ 1:30 PM*

*Purchasing (Outbid)*  
*Historical - Review Plan*  
*12/8/08*  
*Diagrams*

*Don?*  
*Don*

*(OK with Margie's, but need plan)*

*X*

*(When we meet Monday - Time TBD)*

09/17/08 Agenda  
PPAMU Physical Plant Division Managers

Preferred  
Mechanic @ Hodge  
(Sept)

I. Personnel

- PDAQ/New Hires: - ? Postings
- Training/documentation: Custodial training at end of month
- Management training: NA

Actions/Trends:

II. Work Order Reports

- TMA
- JCI

} Need Reports  
"Cliff"

Inventory Reports: April, August, December
Results:
Actions/Trends

Actions/Trends:

III. Contract Management

- \* Fill vacancies...What vacancies for departments?

IV.

• Active Projects

- A. Construction
- B. Utilities
- C. Campus Maintenance
- D. Facility Maintenance

→ ① Status of Contract for Road work }  
 → ② Roofs Nursing Halls }  
 → Trees (Report of Damage, location & Repair New)  
 → (See Report to Larry Watson)  
 Issues Re: Cheryl King base!!

Actions/Trends:

- A. Construction →
- B. Utilities →
- C. Campus Maintenance →
- D. Facility Maintenance →

Don → Memo for all coming last hour - PM Equipment Shop

V. Other

Ike aftermath report

→ TAMU on Bid procedure



(PFC)

POST-IKE

Pre-Ike Needed Roof Repairs (Critical)

Building Name	Roof Status (1-5) 1 is Good 5 is Worst	Cost to repair roofs not replace	Status	Funding Source
Johnson-Phillip Chapel	5	\$59,000	TBD	Aux
Leroy Moore Instructional (New) Gym	5	\$50,000	TBD	E&G
WM Billy Nicks (Baby Dome)	5	\$41,000	TBD	Aux/E&G
Tennis Court	5	\$20,000	TBD	E&G
SR Collins	5	\$17,000	TBD	E&G
EE Obanion Science	5	\$13,000	TBD	E&G
WR Banks	5	\$21,000	TBD	E&G
<b>Total Costs for repairs</b>		<b>\$221,000</b>		

(New Science) →  
 (New Science) ←  
 12 yr left on warranty.  
 → Repair Lifetime



10/01/08 Agenda  
PPAMU Physical Plant Division Managers

72

I. Personnel

- PDAQ/New Hires
- Training/documentation
- Management training

→ (1) operators need GED  
Custodial sheet

Actions/Trends:

II. Work Order Reports

- TMA
- TRIMS
- JCI

} OK

Inventory Reports: April, August, December
Results:
Actions/Trends

Actions/Trends:

III. Contract Management

• Active Projects

- A. Construction
- B. Utilities
- C. Maintenance

✓ ✓ ✓ } MP-2

Actions/Trends:

• Delayed Projects

- A. Construction
- B. Utilities
- C. Maintenance

}

Actions/Trends

• Cancelled Projects

- A. Construction
- B. Utilities
- C. Maintenance

} NA

Actions/ Trends

IV. Other

Stated Agenda  
PPAMU Physical Plant Division Managers  
01/07/09

**I. Personnel**

- PDAQ/New Hires

*Review open Evaluation Process*

- Training/documentation

*→ On going*

- Management training

*→ "Evaluation as required"*

Actions/Trends:

**II. Work Order Reports**

- TMA

- TRIMS

- JCI

*Get those to PC*

Actions/Trends:

*Eds working on it!*

<b>Inventory Reports:</b> April, August, December
Results:
Actions/Trends

**III. Contract Management**

- Active Projects

- A. Construction

*→ 60 day*  
*→ 18 (5 to go)*

- B. Utilities

- C. Maintenance

Actions/Trends:

- Delayed Projects

- A. Construction

- B. Utilities

*15KV issues (insulators)*

- C. Maintenance

Actions/Trends

- Cancelled Projects

- A. Construction

- B. Utilities

- C. Maintenance

Actions/ Trends

**IV. Other Evaluations and Explanation of How to do per MLH**

*JONES UTILITIES COST NOW PROJECTED FOR LEASE*

*WATER/WASTE WATER*

CM